

COUNTY OF NAPA

ASSISTANT COUNTY COUNSEL

THE NAPA VALLEY

With its world-renowned wines, restaurants and resorts, the Napa Valley has given its name to an idyllic lifestyle of laid-back sophistication. The Valley is also home to 130,000 residents who share a strong sense of community and a legacy of preserving and protecting their rich agricultural heritage. Located in the heart of California's preeminent wine region, Napa County is also part of the dynamic San Francisco Bay Metropolitan Area. With its sunny Mediterranean climate and proximity to the mountains and the ocean, the County offers residents easy access to virtually unlimited shopping, dining, cultural, and recreational opportunities.

Most Napa Valley residents live in one of the County's five incorporated cities or towns, ranging from Napa, the County seat, with a population of 74,000, to Yountville, with 3,280 residents. With its strategic location, natural and cultural resources, history of responsible land use planning and attractive quality of life, Napa County offers its residents the ideal mix of small town living and big city amenities.

THE COUNTY ORGANIZATION

A general law county, Napa County is governed by a five-member Board of Supervisors elected by district to four year terms. The Board of Supervisors appoints a County Executive Officer who is responsible for providing overall management for County operations, including day-to-day supervision of the County's appointed department heads.

The County has a budget of over \$270 million and 1,300 employees who provide services through 18 departments – 5 managed by elected officials and the remainder managed by department heads appointed by the Board of Supervisors based on the recommendation of the County Executive Officer. County services include land use permitting, road maintenance, flood control, social services, public safety, elections, public health, environmental management, airport operations, library services, emergency operations and dozens of other programs that benefit County residents. As an organization, the County is dedicated to improving the lives of its citizens and reflecting the best of the community's values: integrity, accountability, and service.

COUNTY COUNSEL OFFICE AND ASSISTANT COUNTY COUNSEL ROLE

The County Counsel's mission is to fulfill the requirements of the California Government Code. The Counsel's office advises the Board of Supervisors and all county boards, departments, agencies, officials and employees of the County in civil matters regarding their duties and responsibilities. Duties include preparing legal opinions, ordinances, resolutions, contracts and other transactional documents as well as, defending or bringing actions in which the County or any of its components is a party. In addition to its county responsibilities, the County Counsel's office provides small claims legal advice to private citizens and represents the Grand Jury, the Courts, LAFCO, and many of the special districts located within the County. School districts are not represented by the County Counsel. The County Counsel's office has an operating budget of approximately \$3.5 million and a current staff of 21, including 13 attorneys, 2 paralegals, the County Privacy Officer, and several administrative support positions.

Due to a recent retirement in the department and subsequent reorganization, this newly created position will report to the County



Counsel and will work closely with the Chief Deputy County Counsel: Litigation in sharing responsibility for establishing, interpreting and carrying out the day-to-day administration of departmental policies. The Assistant County Counsel may also be required to handle litigation or transactional matters that are complex and/or sensitive and will be expected to act for the County Counsel in his absence.

CURRENT ISSUES AND PRIORITIES

In preparation for the recruitment of a new Assistant County Counsel, the County has identified the principal issues and priorities that will need to be addressed by the successful candidate:

Provide High Quality Advisory Service to the County Counsel, Board, County Executive Officer and County Staff

The Assistant County Counsel will exercise considerable independent judgment subject to the policies established by the County Counsel. Specific areas of emphasis include the open meetings and public records laws, conflict of interest and legal advice on the entire range of County services. It is expected that the County Counsel's office will continue its team-oriented and creative approach to problem solving, advising the CEO, Board of Supervisors, staff and other County boards and commissions while implementing Board policy.



Handle Complex Legal Issues

There is a need for the County Counsel's office to address a wide range of complex and sensitive legal issues that are unique to this small yet diverse County. These areas include land use, law enforcement, real estate transactions, utilities, public works contracting, flood control and human resources.

Office Leadership

The Assistant County Counsel will be expected to provide ongoing direction and training to professional staff. He or she will assist in the County Counsel's continuing mission of maintaining competence, responsiveness, and creative problem solving. While not guaranteed, the Board of Supervisors, the County Counsel and the County Executive Officer view the successful candidate as the most likely successor to the current County Counsel. The current County Counsel, when reappointed to a sixth four-year term in October of 2008, advised the Board that it was unlikely he would serve the entire four years since his intention is to retire at some point during fiscal year 2010-11.

IDEAL CANDIDATE

It is anticipated that the Assistant County Counsel will be a highly competent professional with an in-depth understanding of issues confronting California counties and an appreciation for the role differences between elected officers and appointed officials. Typical candidates include senior positions within a City Attorney or County Counsel Office, and other public and private attorneys who are well versed in municipal law and possess the necessary expertise and personal characteristics desired by the County Counsel. Additional requirements are as follows:

Education and Experience

Candidates will be expected to have a Juris Doctorate degree from an accredited school of law. Important qualifications include at least five years of experience practicing law of which three must have been in a public agency law office, or in a private firm that has contracted with one or more

cities, counties, or special districts to provide the full range of legal services. Experience must include at least one to two years in a management capacity. Active membership in the State Bar of California is required.

Expertise

- First-rate lawyer – creative, thoughtful, technically competent, innovative and credible, with a solid work history.
- Thorough understanding of the legal principles, practices and precedents that are directly related to the role and responsibilities of an Assistant County Counsel.
- Ability to mentor and develop staff while respecting budget parameters.
- Highly skilled and poised communicator who is effective one-on-one or in public meetings that require clear, concise and objective responses to complex legal questions.
- Extensive experience in the areas of land use, CEQA, water rights and elections is highly desirable.

Leadership Style and Personal Characteristics

In addition to the above, the following attributes describe the ideal candidate for this position:

- Independent thinker with a creative problem solving approach and an eye for detail.
- Self-starter, positive, appropriately assertive and proactive.
- Strives to earn and maintain the County Counsel, CEO and Board of Supervisor's trust and respect, yet willing to raise difficult issues when necessary.
- Can be relied upon to provide sound legal advice, even when it may not be the popular answer; not afraid to "push back" if need be.
- Maintains very high ethical standards – a person of exceptional character who naturally earns the confidence and trust of others.
- A "bridge builder" - brings a collaborative approach to the County Counsel's office while seeking ways to effectively work with others.

- Politically astute without being political. Has experience working with local elected officials and knows the difference between legal advice and policy making roles but does not duck difficult issues.
- Minimizes the County's exposure to liability while achieving the Board's policy direction. Willing to take prudent risks – has a track record as an attorney of helping clients reach their goals by developing legal, alternative approaches.
- Is a team player who works closely with the County Counsel, CEO, Board of Supervisors and department heads in examining potential legal impacts and developing alternatives to address a wide range of policy and operational issues.
- Effectively manages or co-manages a law office and delivers high-quality, timely service. Knows when and how to effectively select and manage outside counsel.
- Can effectively communicate to county leaders the possible impacts of certain decisions on staff and financial resources.
- Dedicated to public service and understands California's local government political/financial/legal landscape.
- Committed to saving taxpayer dollars through efficient representation.
- Excellent communication skills and the ability to work effectively with a diverse population.





- Will be approachable and accessible.
- Confident yet unassuming.
- Sense of humor.
- Thrives in a high volume environment and will bring a high level of commitment to Napa County and the Board of Supervisors' vision.

COMPENSATION AND BENEFITS

The anticipated salary range for this position is **\$142,646 - \$172,141** (pending Board approval). Placement within this range will be dependent on the experience, qualifications and salary history of the successful candidate. Relocation assistance is available for this position subject to CEO approval. The County also offers an outstanding benefit package that includes:

- **Vacation** – 15 to 26 days annually based on years of service. Prior government service can be used in calculating vacation accrual rate.
- **Sick Leave** – 12 days annual sick leave with unlimited accrual.
- **Holidays** – 11 paid holidays per year.
- **Personal Leave** – 19 hours (or prorated amount) each fiscal year.
- **Management Leave** – 80 hours per fiscal year (60 hours convertible to cash).

- **Medical Insurance** – Choice of four plans with the County making a significant contribution toward premium for employee and dependents.
- **Dental Insurance** – Choice of two plans with the County paying the premium for employee and their dependents.
- **Life Insurance** – Equal to one times annual salary with the premiums paid by the County. Option to purchase up to an additional \$100,000 at employee expense.
- **Retirement** – Public Employees' Retirement System (PERS) 2.5% at 55 with the County contributing a portion of the employee's share of the retirement contribution.
- **Deferred Compensation** – The County has implemented 457 and 401(a) deferred compensation programs with an annual County match which typically is \$1,000.
- **Cell Phone/Blackberry Allowance** – Up to \$130 per month.
- **Disability Insurance** – Short-term and long-term disability insurance. The premiums are paid by the County.
- **Post-retirement** – The County provides a post retirement medical program.

The County of Napa does not participate in Social Security.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered, please submit a cover letter, list of three professional references (who will **not** be contacted in the early stages of the recruitment), current salary, and a resume that reflects the size of staff and budget you have managed. Your resume should indicate both months and years of current and prior positions held.

The final filing deadline for this position is Friday, March 20, 2009.

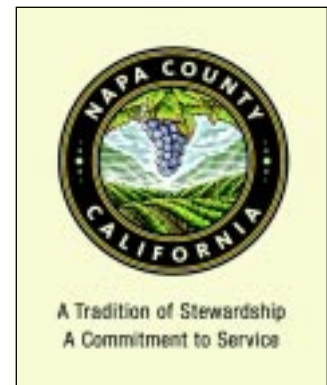
Those candidates with the most relevant qualifications will be invited to a preliminary screening interview

conducted by the consultant. Those candidates determined by the consultant as possessing the most relevant qualifications will then be forwarded to the County for consideration. Interested individuals are encouraged to apply immediately for consideration. It is anticipated that interviews with finalists will occur in April and that an appointment will be announced shortly thereafter, following reference and background checks.

For additional information regarding this opportunity, please contact:



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Visit the
County of Napa website
at www.co.napa.ca.us

The County of Napa is committed to a policy that pursues a program of Equal Employment Opportunity and Non-discrimination.